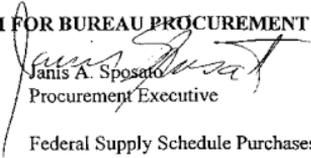




MAR 22 1999

Washington, D.C. 20530

**MEMORANDUM FOR BUREAU PROCUREMENT CHIEFS****FROM:**  
Janis A. Sposato  
Procurement Executive**SUBJECT:**

Federal Supply Schedule Purchases

Over the last several years GSA has made significant changes to the Federal Supply Schedule (FSS) Program by increasing the scope of goods and services offered and greatly simplifying the ordering process. Because of the efficiencies these contracts bring to the procurement process, I strongly believe we should take advantage of this source whenever possible and have worked with GSA to have additions made to Schedule offerings specifically tailored to your needs. Our usage of schedule contracts has been increasing and I applaud your efforts in this regard. I am writing, however, to alert you of a potential pitfall in this otherwise beneficial program.

I have recently seen several instances of orders placed under FSS contracts which did not adequately preserve or protect the Department's interests. In essence, the contracting officer made assumptions or was otherwise not fully cognizant of the underlying contract terms and conditions and, as a result, failed to include safeguards in the order itself. As contracting officials, we need to assure in every instance that our contracting vehicles contain appropriate terms and conditions sufficient for our protection. This applies, as well, to orders under existing contracts. As a law enforcement agency, we often have special needs, such as security related requirements, that are not adequately addressed in the basic contract. Orders under such contracts must be tailored to correct any such deficiencies.

I ask that you share my concerns with your procurement personnel. Please caution them that it is essential that they know and understand the underlying contract terms and conditions for every delivery order they intend to award, and that any additional requirements need to be included in the order itself.

Thank you for your support in this matter.